



Safety Plan Meeting Request Letter/Email

Afterschool programs often sit within a host organization or make use of spaces owned or operated by other organizations. Programs should therefore make use of these organizations' existing Safety Plans. Use the templates below to request a meeting with the Safety Lead who's responsible for creating and maintaining such plans.

To Request a Meeting With the Host Organization's Safety Lead

[Date]

Dear [Safety Lead Name]:

My name is [your name], and I'm the site coordinator of [program and site name]. We're thrilled to offer programming to grades [list grade levels] from [feeder school(s)] on [days of the week] between the hours of [program hours].

As a program within [name of larger organization], we want to ensure that our safety procedures and protocols align with those of the organization. I would greatly appreciate an opportunity to speak with you about [name of organization]'s Safety Plan and how, as a 21st Century Community Learning Centers program site coordinator, I can best prepare my staff and students to implement the plan.

The week of [month and days], I'm available between the hours of [hours available] to meet at [suggested meeting location]. Please [email me at xxx or call me at xxx-xxx-xxxx] and let me know what day and time would work for your schedule.

I look forward to meeting you in person.

Sincerely,

[Site Coordinator Name]
Site Coordinator



Safety Plan Meeting Request Letter/Email

To Request a Meeting With a Partner or Other Organization That Owns or Operates Space Used by the Program

[Date]

Dear [Safety Lead or Safety Officer Name]:

My name is [your name], and I'm the site coordinator of [program and site name]. We're thrilled to offer programming to grades [list grade levels] from [feeder school(s)] on [days of the week] between the hours of [program hours] in the [building name]. We're grateful for the partnership between our 21st Century Community Learning Center and [organization name].

As our program makes use of your organization's space, we want to ensure that our safety procedures and protocols align with yours. I would greatly appreciate an opportunity to speak with you about your organization's Safety Plan and how, as an external partner, I can best prepare the staff and students in our program to implement the plan.

The week of [month and days], I'm available between the hours of [list hours available] to meet at [suggested meeting location]. Please [email me at xxx or call me at xxx-xxx-xxxx] and let me know what day and time would work for your schedule.

I look forward to meeting you in person.

Sincerely,

[Site Coordinator Name]
Site Coordinator

